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May 29, 1944

GRAIN PRODUCTS BRANCH MEMORANDUM NO. 2

Subject: Washington-Field Relationships

In accordance with Director's Memorandum No. 2, Supplement 38, issued May 18, 1944, field representatives of the Grain Products Branch shall, effective at once, report on the activities listed below in the manner indicated. Functional reports which, by the terms of this memorandum, are channeled to the Branch at Washington, should be made to the appropriate Division Chief indicated in Grain Products Branch Memorandum No. 1, Supplement 2, dated July 16, 1943.

1. Administration of the Grain Standards Act. Report to General Field Headquarters of the Branch at Chicago. Field offices in the Pacific Coast area shall report directly to the Pacific Coast Field Headquarters at Portland which, in turn, shall report to General Field Headquarters at Chicago. General Field Headquarters at Chicago shall report to Washington.
2. Inspection of Beans and Peas. Report to General Field Headquarters at Chicago. (In the Pacific Coast area same as in 1.)
3. Inspection of Hay. Report to Washington. Field offices in the Pacific Coast area shall report directly to Pacific Coast Headquarters at Portland, which in turn shall report to Washington.
4. Rice Inspection. Field offices in the South shall report to New Orleans; field offices in California shall report to Pacific Coast Headquarters. New Orleans and Pacific Coast Headquarters shall report to Washington.
5. Miscellaneous Services.
 - (a) Inspection of Miscellaneous Commodities under Lend-Lease and Other Government Purchases. Report directly to the Commodity Inspection Division at Washington. This is a broad field and details regarding methods of sampling, tests to be applied, laboratories to be employed, methods of certification, etc., must be left to operative instructions. Note: Inspection of commodities purchased by the Chicago Quartermaster Depot shall continue under the direction of General Field Headquarters.

- (b) Wheat Flour Subsidy Program. Report directly to Washington.
 - (c) Prevention of Adulteration under Food, Drug, and Cosmetic Act. Report to General Field Headquarters. (Pacific Coast area offices report to Pacific Coast Headquarters which, in turn, shall report to General Field Headquarters.)
 - (d) Special Assignments. Report as indicated in the assignment. This involves a variety of tasks, such as priority investigations, security program, order administration, varietal determination under seed-growing contracts, standardization of commodities and inspection equipment, grain storage projects, educational work, special surveys, and special services to other Departments and agencies.
- 6. Administration and Enforcement of Federal Seed Act. Report directly to Washington (Beltsville). This includes investigations of violations, supervision of staining, supervision of cleaning and destruction, etc., assigned to field offices other than Federal-State seed laboratories.
 - 7. Seed Verification Service. Report to Washington.
 - 8. Seed Dockage Service. Report to Washington.
 - 9. Market News Service. Report to Washington. This includes assignments to field offices which do not regularly issue market reports.
 - 10. Regional Functions. Any program functions now being performed in regional offices on behalf of the Grain Products Branch shall, for the present, be reported directly to the Chief of the Branch at Washington.

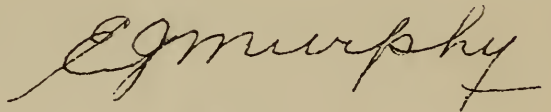
It is contemplated that additional instructions will be issued by the Deputy Director for Management, or the Chief of the appropriate Division under his direction, regarding fiscal, personnel and similar management functions.

The above alignment is little if any different from the plan of organization under which this Branch has operated in the past. It is our purpose to decentralize and perform at the field level just so much of our work as conditions and efficient operation will permit. Our

General Field Headquarters at Chicago is primarily responsible for field activities, with Pacific Coast Headquarters acting as an extension arm of General Field Headquarters for that area.

Our functions are many and varied and we must see to it that we evaluate the importance of our many tasks and make first things come first, particularly during the war emergency period and in the light of restricted personnel. It is clear that every field office does not have assigned to it a part in all of the tasks which are assigned to the Branch. This will vary with the nature of the work and the location of the office. It is fundamental, however, that officers of the Branch in charge of field-offices must bear the responsibility for the discharge of all duties lodged with them, and this is so regardless of whether the assignment comes from Washington, Chicago, or Portland.

There is one additional point which should be emphasized: we must give full support and cooperation to the Regional Directors. They are, in fact, the personal representatives of the Director, and the experience and training of our field forces should be available to them for counsel and advice. The same is true with respect to other Branches and Divisions. The traditions of this Branch have been built on service and cooperation. We should make them endure.

A handwritten signature in cursive script, reading "E. J. Murphy". The signature is written in dark ink and is positioned above the typed name and title.

E. J. Murphy, Chief
Grain Products Branch

